



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
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JIM REDDOCH, J.D.  
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION  
EQUAL OPPORTUNITY EMPLOYER**

**JOB TITLE:** Community Services Specialist III      **NUMBER:** 15-16  
**JOB CODE:** T3000      **DATE:** April 17, 2015  
**SALARY RANGE:** 74 (\$39,290.40 - \$59,517.60)      **PCQ#:** 8823080  
**JOB LOCATION:** Department of Mental Health  
Region III Community Services  
3280 Dauphin Street - Building B, Suite 100  
Mobile, AL 36606

**QUALIFICATIONS:** Master's degree in Social Work, Psychology, or another human service field, with experience (24 months or more) in a human service related field, **OR** Bachelor's degree in Social Work, Psychology, or another human service field, plus extensive experience (72 months or more) working with persons with intellectual disabilities, of which at least 3 years must be experience working in or with community based programs for persons with intellectual disabilities. .

*Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.*

**NECESSARY SPECIAL REQUIREMENTS:** Must have a valid driver's license to operate a vehicle in the State of Alabama and have a good driving record.

**KIND OF WORK:** This is a highly responsible professional position in the Region III Community Services Office of the Alabama Department of Mental Health. The person in this position will have a variety of functions, all of which are critical to the operation of a regional community services office. This position is responsible for coordinating responses to families, consumers, and service providers. This includes gathering information, conducting assessments and addressing service eligibility. This position will also include the responsibility of assisting with the development of services, including residential placement opportunities. Other responsibilities include consultation with community case managers; maintenance and input of data into Departmental data systems; data analysis to ensure compliance with Regulations and Standards; and monitoring provision of services to individuals. This position may include supervisory responsibilities.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of intellectual disabilities, including a good understanding of clinical dynamics of persons with intellectual disabilities. Knowledge of the inner workings, functions, and responsibilities of a regional community service system and regional office. Knowledge of community service agencies related to intellectual disabilities. Knowledge of state, local and federal regulations and funding sources. Ability to organize, plan, and implement work in an independent manner, with minimal supervision. Ability to communicate effectively orally, in writing and electronically. Ability to establish and maintain positive relationships with individuals served, their families, agency representatives, and the general public. Ability to effectively intervene in crisis situations. Ability to provide technical assistance and develop/implement training programs for service providers and other social service agencies. Ability to work flexible hours, including before and after the established work hours as well as serve on-call on a rotating schedule for nights, weekends, and holidays. Must have working knowledge and experience in using a personal computer and related software programs.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with individuals served.

**HOW TO APPLY:** Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at [www.mh.alabama.gov](http://www.mh.alabama.gov). **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

**DEADLINE: May 15, 2015.**